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Managing the Small Letter Card Activities in Houghton Mifflin

Materials for a class set of 20:

20 letter size file folders

Post-its, 1 ½" x 2" size: 1 pad yellow, 2 pads pink, 2 pads blue, 1 pad purple

Ruler and black felt tip pen

Assembly directions:

1. Open the file folder so that the tab is on the left side.
2. Draw a line across the right-hand side of the folder, approximately 3" from the top edge. Label the top section, close to the top edge, with "Vowels."
3. Label the left tab with the word "Consonants."
4. Put five yellow Post-its in a horizontal row below the word "Vowels." Label each Post-it with a lower case vowel.
5. On the left-hand side, put two rows of pink Post-its and two rows of blue Post-its, four Post-its in each row horizontally. Add one row of purple Post-its with five Post-its in the row at the bottom.
6. Using a felt tip pen, label the rows of pink Post-its with b – c – d – f and g – h – j – k.
7. Using a felt tip pen, label the rows of blue Post-its with l – m – n – p and q – r – s – t.
8. Using a felt tip pen, label the purple row with v – w – x – y – z.
9. Once the Post-its have all been labeled with the appropriate letter, carefully lift up each Post-it and write the corresponding letter on the file folder below the Post-it.
10. If you will be building longer words and need multiples of the same letter, stack additional Post-its on top of each other.

Using the Letter Folder in the Classroom:

The folder can be used during “*Connect Sounds to Spelling and Writing*” lessons in place of the punch-out letter cards in the students’ Practice Book.

- ✓ The teacher dictates a word; for example, “pat.”
- ✓ Students lift up the blue “p” Post-it from the consonant section and place it in the open “work area” on the right-hand side of the workmat. They then add the yellow “a” from the vowel area and finally the blue “t” from the consonant section. Students then blend the word aloud. The different colors allow the teacher to visually check how the students built the target word.
- ✓ Students then return the letters to their original locations and teacher dictates another word.

Other possible opportunities to use the letter folders:

- ✓ Teacher uses folders in reteaching or preteaching Universal Access lessons.
- ✓ Classroom aide reviews spelling words with small groups of students.
- ✓ Students use the folders in small groups or pairs to practice spelling words during “Must Do/May Do” activities.
- ✓ The teacher could record a cassette tape with the words from the current Theme and students could use the folders at a listening center to build the words on the tape.
- ✓ The letter folders could be used during phoneme manipulation lessons, too. For example, “Make big. Now change it to pig.”